

Housing Mobility-related Services NOFO | FR-6700-N-87

Background and Instructions for Adequate Number of Moderately Priced Rental Units Tool

Updated on: May 31, 2023

Please note this document may be updated as we work to ensure the instructions are as clear as possible for PHAs.

Background

In section IV.G, “Other Submission Requirements,” HUD describes the elements that must be submitted in the Form HUD-52515: Funding Application. In Part G, Soundness of Approach, applicants must submit their documentation that the PHA service area has an adequate number of moderately priced rental units.

“Using a data tool of Zip Code Tabulation Areas (ZCTAs) provided by HUD at <https://hud.maps.arcgis.com/apps/webappviewer/index.html?id=792603eb86cb4433a95e2b9bc34cdc86> submit a calculation showing that the PHA's service area (jurisdiction) has an adequate number of moderately priced rental units in opportunity areas. An adequate number of moderately priced rental units means that in the selected service area where at least 20 percent of the standard-quality rental stock within that service area is located in ZCTAs where the SAFMR is higher than 110 percent of the Metropolitan Area FMR.”

In section V.A.1 “Rating Factors” HUD describes the rating factor for Availability of Moderately Priced Rental Units.

“Rating Factor 3. Availability of Moderately Priced Rental Units | Points: 15

This rating factor evaluates whether the PHA has an adequate number of moderately priced rental units. Rating factor 3 elements are submitted as part of the HUD 52515, Section G: Soundness of Approach. A PHA with an adequate number of moderately priced rental units will receive 15 points. A PHA that does not have an adequate number of moderately priced rental units will receive 0 points. As described in Section IV.G.2., an adequate number of moderately priced rental units means a selected service area where at least 20 percent of the standard-quality rental stock within that service area is located in ZCTAs where the SAFMR is higher than 110 percent of the Metropolitan Area FMR.”

This document provides step-by-step instructions on how to use the Availability of Moderately Priced Rental Units tool. PHAs are strongly encouraged to read these instructions carefully and follow them to ensure the tool works properly. HUD also strongly encourages PHAs to begin using the GIS tool and completing their calculations sooner rather than later.

Step-by-Step Instructions for Adequate Number of Moderately Priced Rental Units Tool

The GIS data tool should be used by PHAs to submit their calculation for adequate number of moderately priced rental units. The GIS data tool has the following data elements pre-loaded into it:

- All PHAs
- An estimated service area for each PHA based on PIC data

- All zip code tabulation areas (ZCTAs) in the country
- The number of standard-quality-rental-stock units in the selected ZCTAs renting at less than 110% of the SAFMR where the SAFMR is more than 110% of the Metropolitan Area FMR.

PHAs use this data tool to click on the ZCTAs that they are defining as the PHA's service area in the demonstration. Once the PHA has selected all of the ZCTAs that are part of the PHA's service area, the tool will show:

- The total number of ZCTAs selected by the PHA
- The number of total rental units in the ZCTAs selected by the PHAs
- The number of standard-quality-rental-stock units in the selected ZCTAs where the SAFMR is more than 110% of the Metropolitan Area FMR

PHAs then will use these data points to calculate whether at least 20 percent of the standard-quality-rental-stock are in ZCTAs where the SAFMR is more than 110 percent of the Metropolitan Area FMR.

In their applications, the PHAs must submit the calculation as well as the full listing of ZCTAs that represent their service areas.

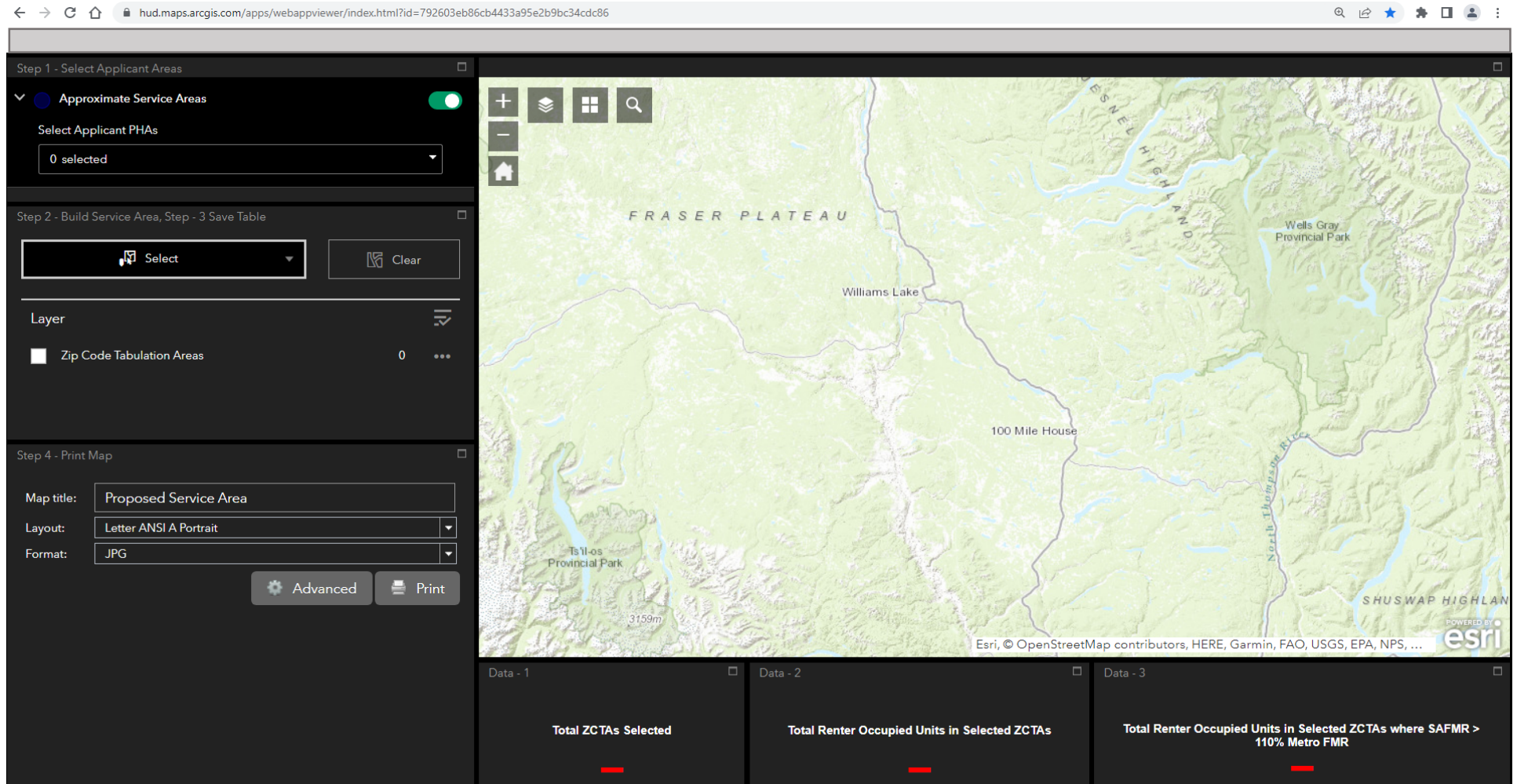
Troubleshooting

If you run into issues accessing the GIS tool, please consider the following:

- Internet speed – if the application is running slow, check your internet connection. HUD encourages PHAs to begin working on this portion of the application as early as possible so as to not overload the application in the weeks before the due date.
- Glitches loading the map – If the application seems glitchy, try clearing the internet browser cache or cookies. Also consider using either Chrome or Firefox for best results. And finally, check the screen zoom (see step 2) and adjust it to 80% or less.

Further instructions on how to navigate the GIS data tool are included in the following pages.

Step 1: Go to the GIS Tool [here](#). We recommend using Chrome or Firefox for best results.

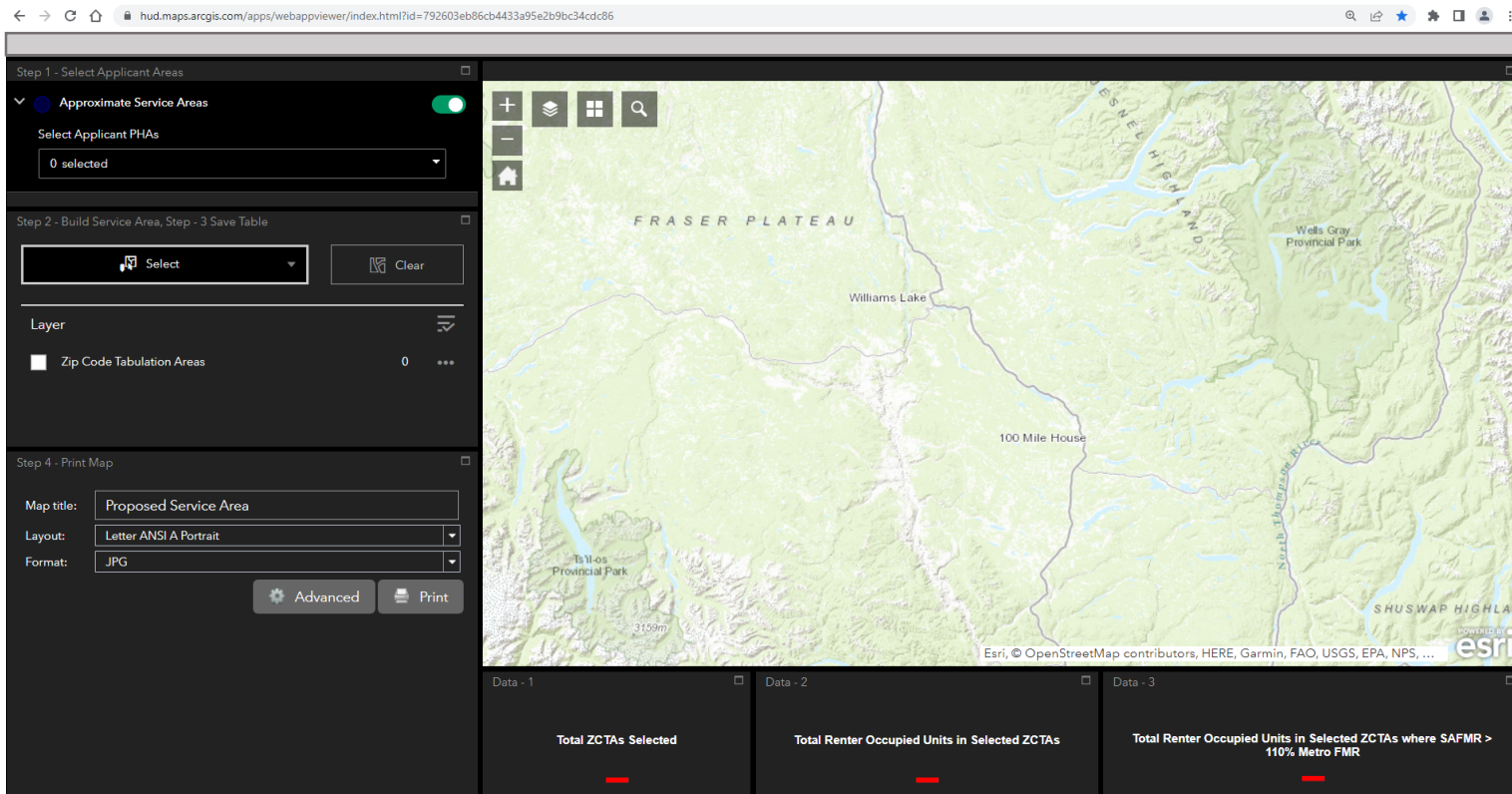


Step 2: Check the “zoom” setting on your browser. For best results, the zoom setting should be at least 90% or lower. The GIS application uses a lot of the available screen window, and having the screen zoomed out prevents the screen from resetting itself unexpectedly.

The screenshot shows a web browser window with the URL `hud.maps.arcgis.com/apps/webappviewer/index.html?id=792603eb86cb4433a95e2b9bc34cdc86`. The browser's zoom menu is open, showing the current zoom level at 90%. The menu options include: New tab (Ctrl+T), New window (Ctrl+N), New incognito window (Ctrl+Shift+N), History, Downloads (Ctrl+J), Back, Zoom (90%), Print... (Ctrl+P), Cast..., Find... (Ctrl+F), More tools, Edit, Cut, Copy, Paste, Settings, Help, Exit, and Managed by your organization. The GIS application interface is visible in the background, showing a map of the Fraser Plateau area with labels for Williams Lake, 100 Mile House, and Ts'zil-os Provincial Park. The application has a dark theme and includes a sidebar with steps: Step 1 - Select Applicant Areas, Step 2 - Build Service Area, Step 3 - Save Table, and Step 4 - Print Map. The print settings are configured for 'Proposed Service Area' in 'Letter ANSI A Portrait' layout and 'JPG' format. At the bottom, there are three data panels: Data - 1 (Total ZCTAs Selected), Data - 2 (Total Renter Occupied Units in Selected ZCTAs), and Data - 3 (Total Renter Occupied Units in Selected ZCTAs where SAFMR > 110% Metro FMR).

Step 3: Get familiar with the GIS tool.

- The initial GIS screen will show default to a map of “Fraser Plateau.”
 - As you begin selecting your PHA specific information, the map will update to the geography you select.
- On the left-hand side of the screen, you’ll see where you can select the:
 - Approximate service area
 - Applicant PHA
 - The addition of the “zip code tabulation areas (ZCTAs)”
 - Option to print the map
- At the bottom center of the screen you’ll see the ongoing tabulation of:
 - The total ZCTAs selected
 - The total number of renter occupied units in the selected ZCTAs
 - The total number of renter occupied units in the selected ZCTAs renting at 110% or less than the SAFMR in ZCTAs where the SAFMR is more than 110 percent of the Metropolitan Area FMR.



Step 5a: Select the PHA by using the drop down menu. The tool has functionality to select the applicant PHA by searching for the PHA or by scrolling down to find the PHA.

Step 1 - Select Applicant Areas

▼

Approximate Service Areas

0 selected

Step 2 - Build Service Area, Step - 3 Save Table

Select

Clear

Layer

Zip Code Tabulation Areas

0

Step 4 - Print Map

Map title: Proposed Service Area

Layout: Letter ANSI A Portrait

Format: JPG

Advanced

Print

+

+

+

+

FRASER PLATEAU

Williams Lake

100 Mile House

Wells Gray Provincial Park

Island

North Thompson River

Isil-os Provincial Park

Esri, © OpenStreetMap contributors, HERE, Garmin, FAO, USGS, EPA, ...

esri

Data - 1

Total ZCTAs Selected

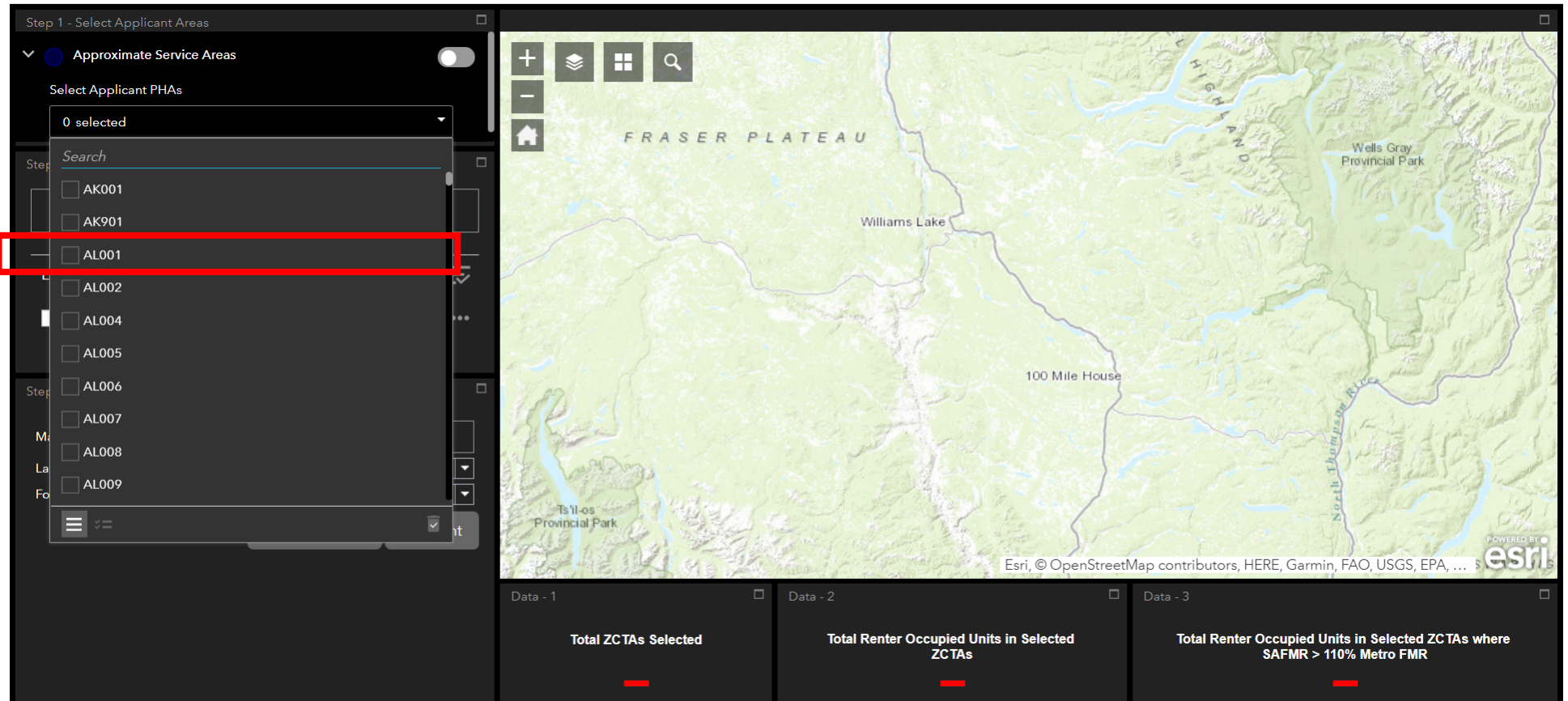
Data - 2

Total Renter Occupied Units in Selected ZCTAs

Data - 3

Total Renter Occupied Units in Selected ZCTAs where SAFMR > 110% Metro FMR

Step 5b: Select the PHA by its PHA code using the drop down menu.



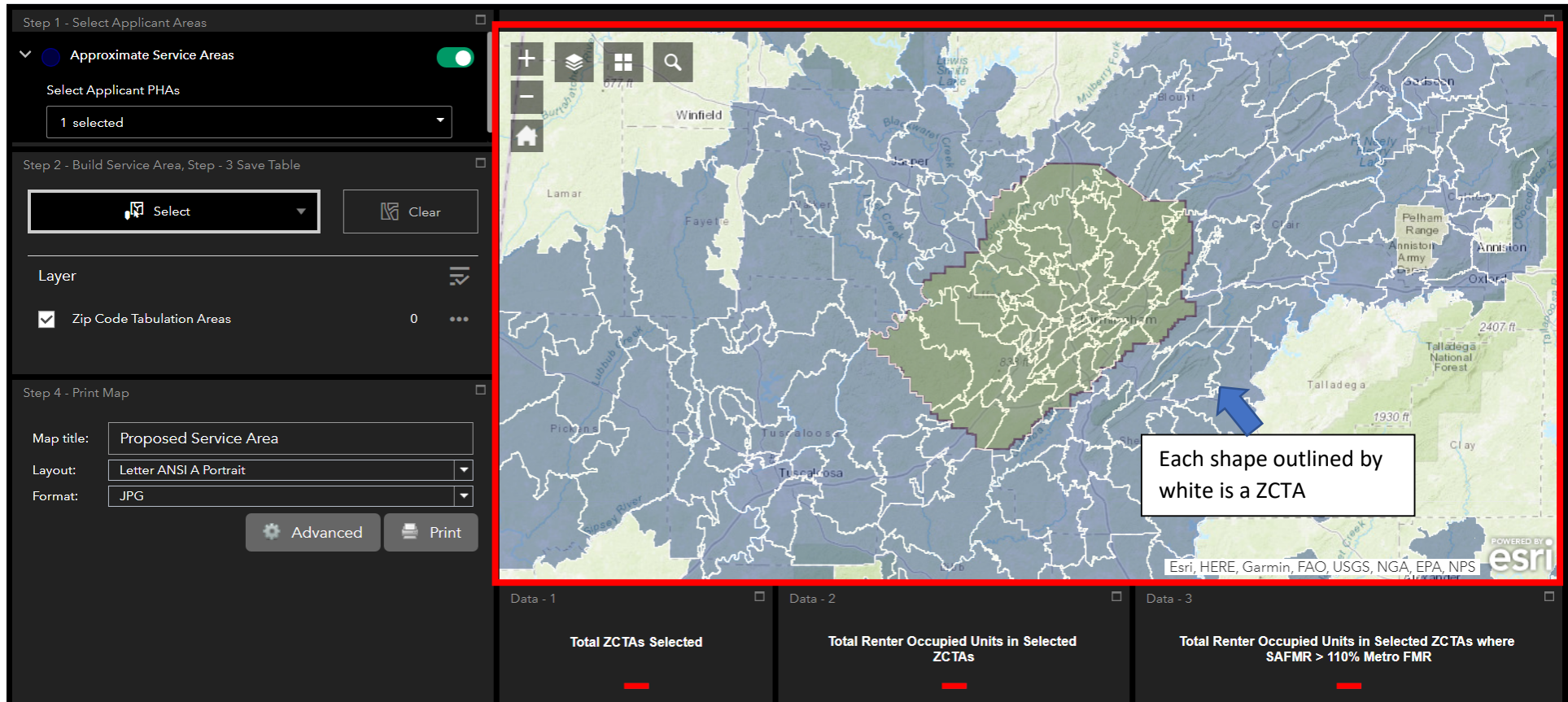
Step 6: Turn on the “Zip Code Tabulation Areas” layer by clicking the box next to the text. After you click on the box, the map to the right should display a map with two different colored layers.

The screenshot shows a web application interface for selecting service areas. The interface is divided into several sections:

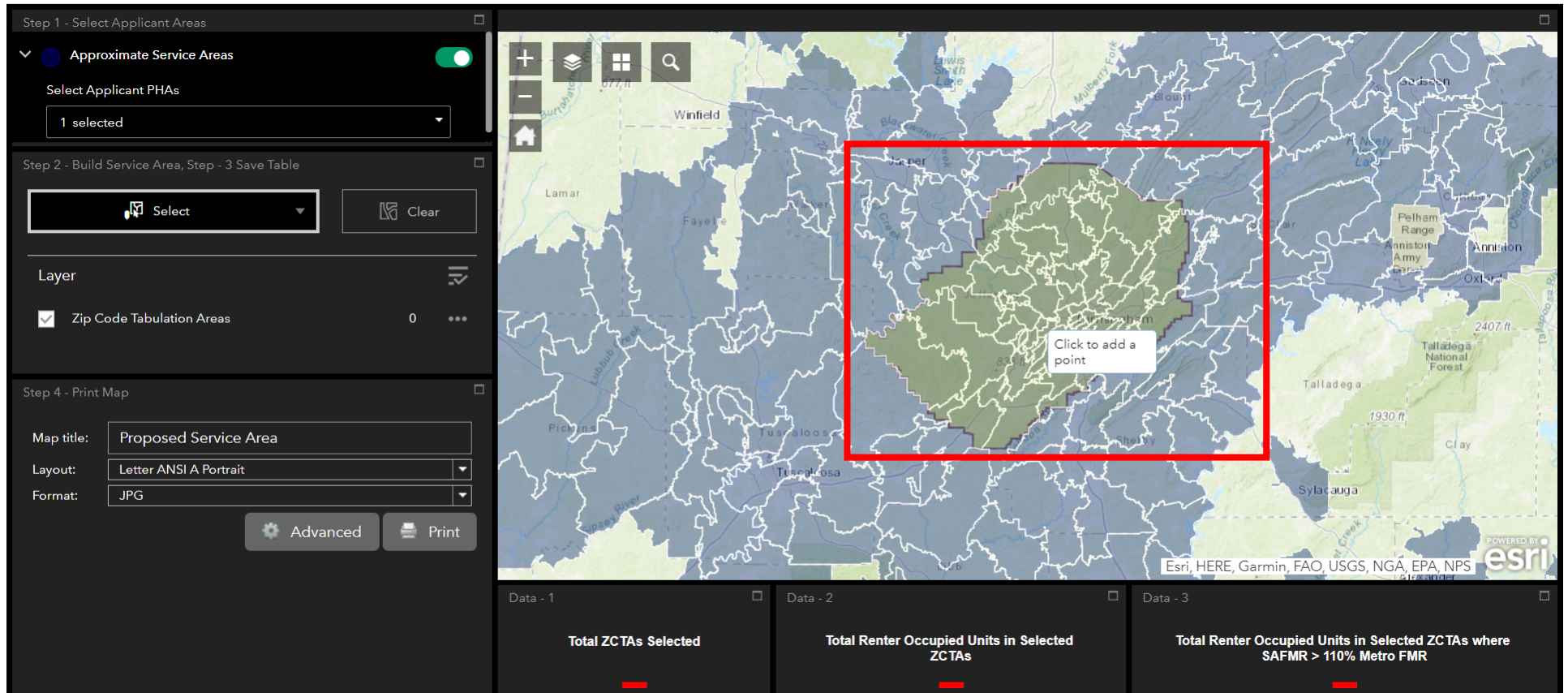
- Step 1 - Select Applicant Areas:** Includes a toggle for "Approximate Service Areas" (turned on) and a dropdown menu for "Select Applicant PHAs" showing "1 selected".
- Step 2 - Build Service Area, Step - 3 Save Table:** Includes a "Select" button and a "Clear" button.
- Layer:** A section highlighted with a red box, containing a checkbox for "Zip Code Tabulation Areas" which is checked. To the right of the checkbox is a count of "0" and a menu icon.
- Step 4 - Print Map:** Includes fields for "Map title:" (Proposed Service Area), "Layout:" (Letter ANSI A Portrait), and "Format:" (JPG). There are also "Advanced" and "Print" buttons.
- Map:** A large map area showing a geographical region with various colored layers. The map includes labels for locations like Winfield, Lamar, Fayette, and Talladega.
- Data Summary:** A table at the bottom with three columns: "Data - 1", "Data - 2", and "Data - 3". Each column has a title and a red bar representing a value.

Data - 1	Data - 2	Data - 3
Total ZCTAs Selected	Total Renter Occupied Units in Selected ZCTAs	Total Renter Occupied Units in Selected ZCTAs where SAFMR > 110% Metro FMR

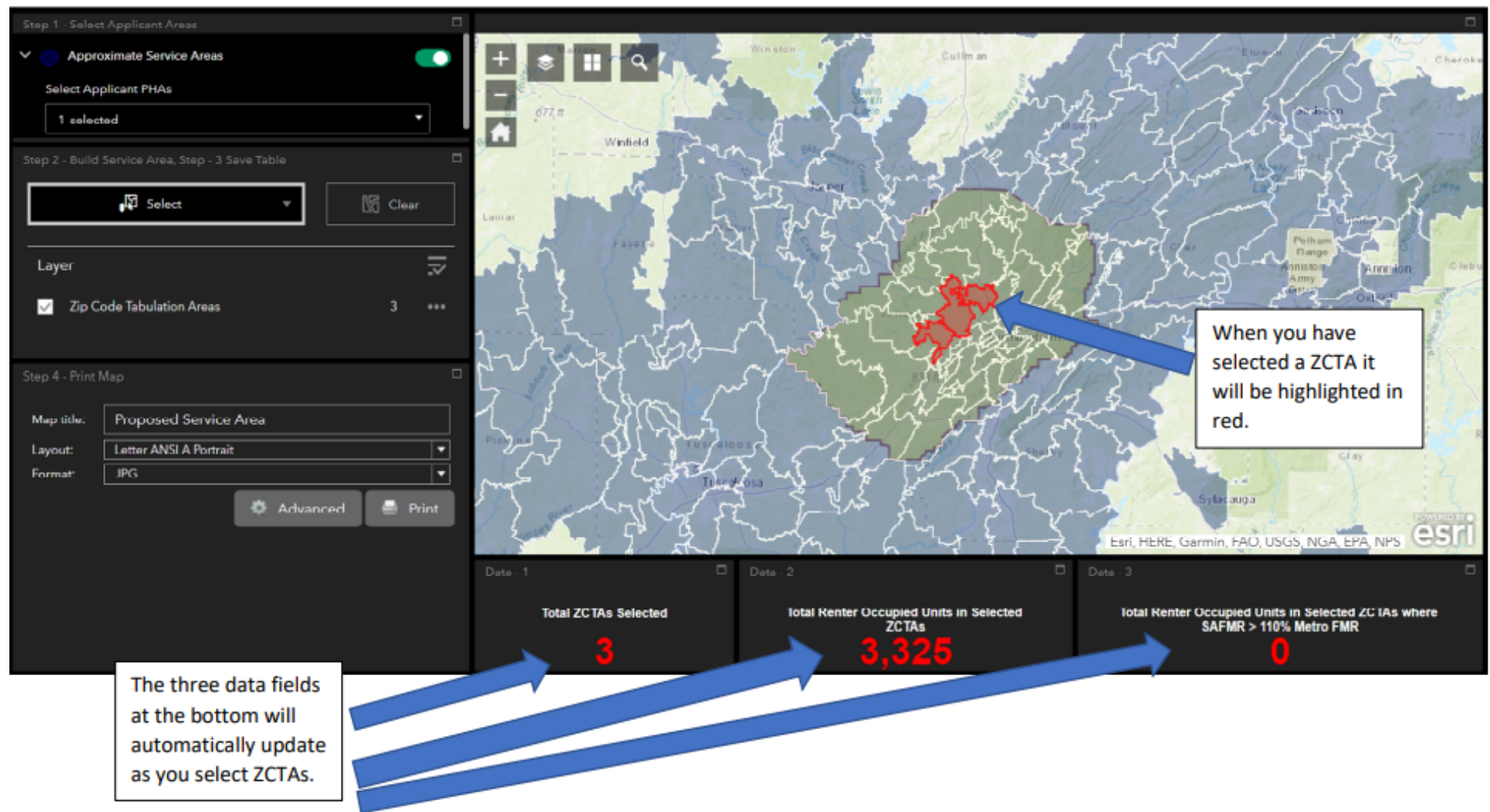
Step 7: Confirm the PHA(s) selected match the map that has now appeared. The shapes surrounded by white lines are the zip code tabulation areas (ZCTAs). Note the yellow-green shaded ZCTAs are approximate service area for the PHA selected. The blue shaded ZCTAs are pulled in by the map because they are close to the selected PHA.



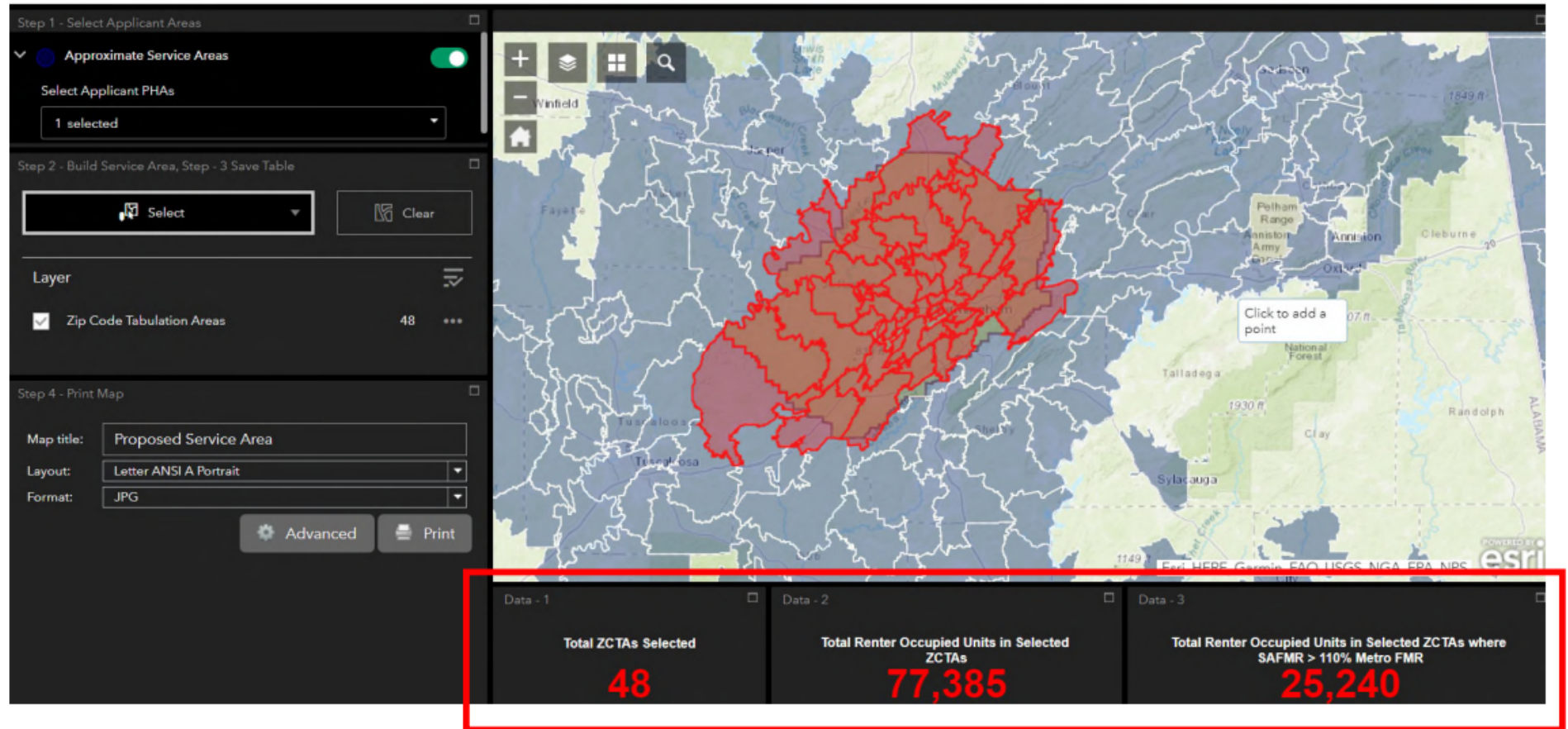
Step 8: Toggle the mouse over the map to begin selecting the ZCTAs for the PHA(s) service area.



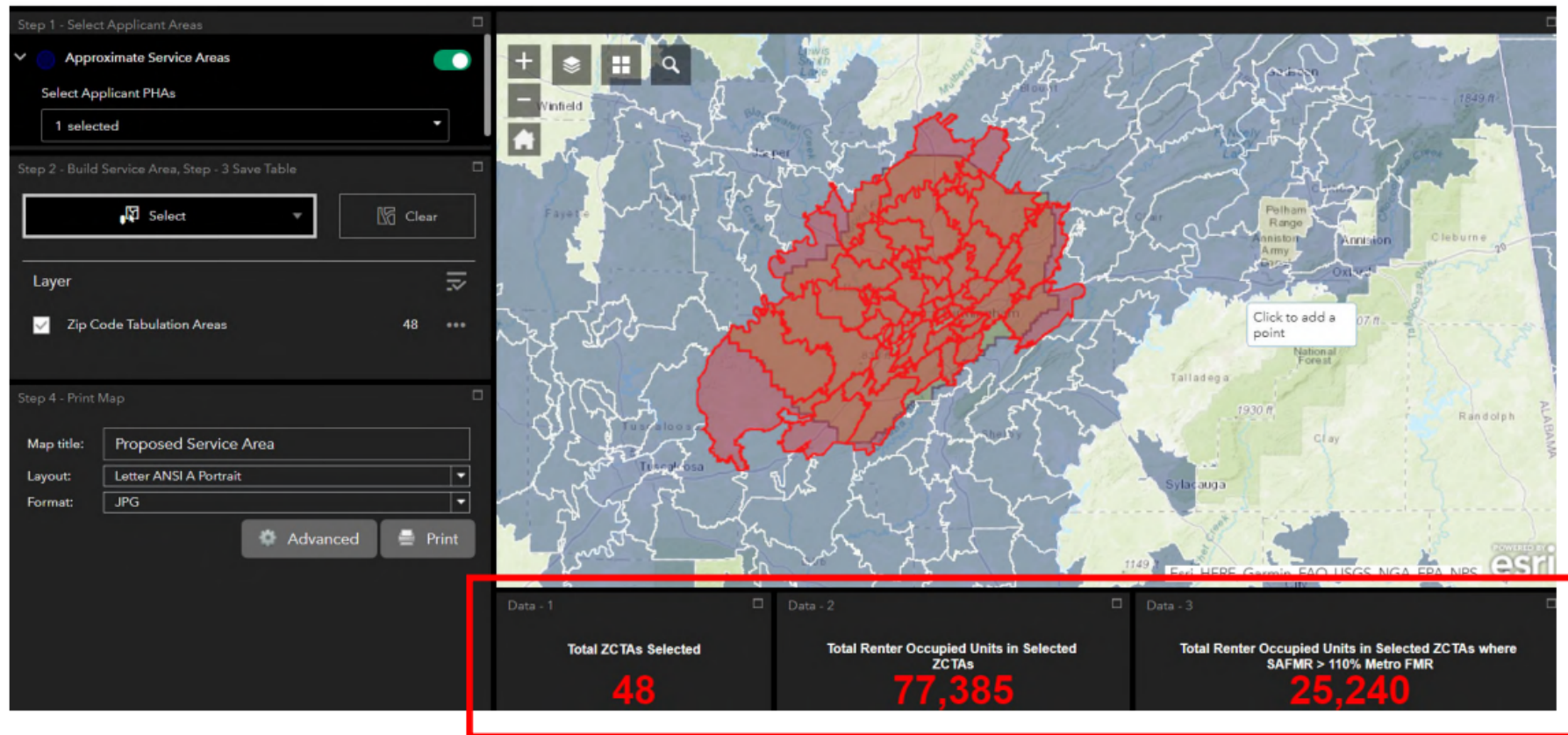
Step 9: Press the shift key and using your mouse, click on the ZCTAs the PHA is selecting as part of the service area. Tip: You must press SHIFT before and while clicking on the ZCTAs.



Step 10: Press and hold the SHIFT key and using your mouse, complete selecting all the ZCTAs for the PHA service area. Tips: You must press SHIFT before and while clicking on the ZCTAs. If you accidentally add a tract you can hold down the CTRL key to remove the census.



Step 11: Calculate the PHA's number and percentage of moderately priced rental units. In this example, the PHA has 77,385 renter occupied units in their service area. The PHA has 25,420 renter occupied units within the service area in ZCTAs where the SAFMR is more than 110 percent of the Metropolitan Area FMR. In this example, the PHA has 32.6% of its renter occupied within the service area in ZCTAs where the SAFMR is more than 110 percent of the Metropolitan Area FMR. This PHA would receive 15 points in Rating Factor 3. The PHA would submit this calculation as part of its application.



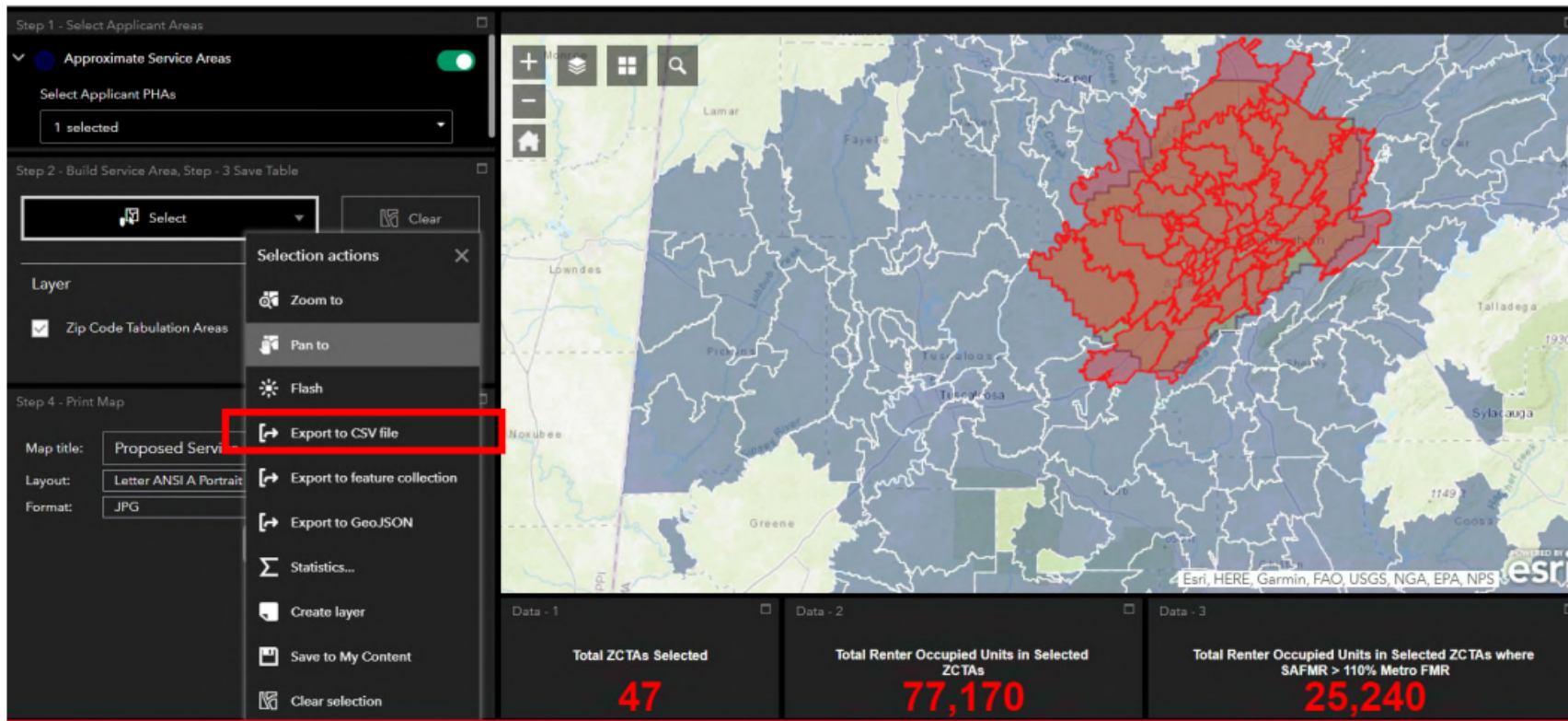
Step 12a: Begin generating a CSV file. Click to the right of the “Zip Code Tabulation Areas.”

The screenshot shows a web application interface for generating a CSV file. The interface is divided into several sections:

- Step 1 - Select Applicant Areas:** Includes a toggle for "Approximate Service Areas" (turned on) and a dropdown for "Select Applicant PHAs" showing "1 selected".
- Step 2 - Build Service Area, Step - 3 Save Table:** Includes a "Select" button and a "Clear" button.
- Layer:** A list of layers with "Zip Code Tabulation Areas" selected. A red box highlights the "..." button next to it, with a tooltip that says "Show actions on selected feature(s)".
- Step 4 - Print Map:** Includes fields for "Map title" (Proposed Service Area), "Layout" (Letter ANSI A Portrait), and "Format" (JPG). There are "Advanced" and "Print" buttons.
- Map:** A map showing various counties (Lamar, Fayette, Lowndes, Talladega, Tuscaloosa, Noxubee, Greene, Sylacauga, Coosa) with a red outline indicating the selected service area.
- Data Summary Table:** A table with three columns showing the results of the selection.

Data - 1	Data - 2	Data - 3
Total ZCTAs Selected	Total Renter Occupied Units in Selected ZCTAs	Total Renter Occupied Units in Selected ZCTAs where SAFMR > 110% Metro FMR
47	77,170	25,240

Step 12b: Generate a CSV file. Scroll down to selected “Export to CSV file.” Once selected, the CSV file will generate and download.

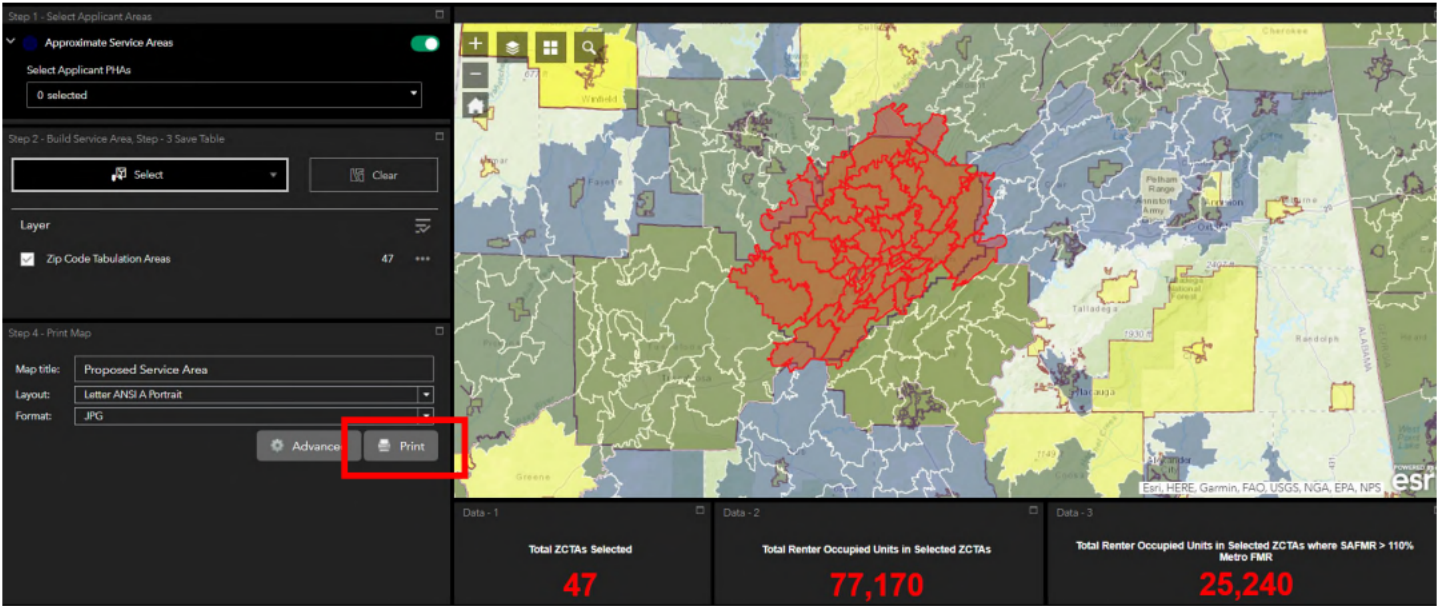


Step 12c: Open the CSV file and view the information. Confirm it contains all of the ZCTAs. Save the CSV file. In the screen shot below, you see a sample CSV file output. The column headers described in the table following the screen shot of the CSV file. The CSV file can be submitted as part of the documentation for the adequate number of moderately priced rental units.

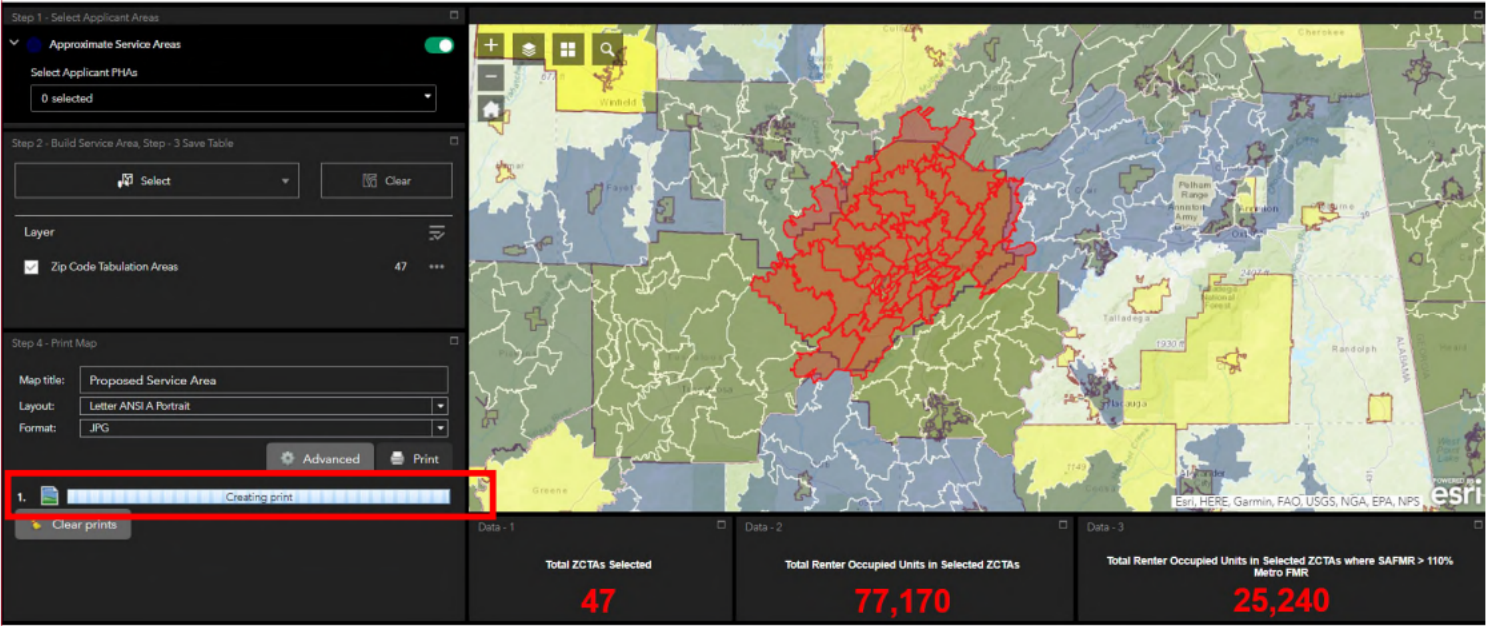
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	OBJECTID	GEOID	Metro 2-b 2-Bedroom Small Area Total Rent	Total Rent	State	COUNTY	Percent of FIPS	COU	Shape	A Shape	Lx	y						
2	2459	35005	986	960 0.973631	565	0 AL	Jefferson	100	1073	1.3E+08	86737.95							
3	2460	35006	874	960 1.098398	145	0 AL	Jefferson	98	1073	3.83E+08	170886.9							
4	2536	35020	986	840 0.851927	4020	0 AL	Jefferson	100	1073	70836307	83388.07							
5	2803	35022	986	1020 1.034483	1375	0 AL	Jefferson	96	1073	2.45E+08	160499.3							
6	2880	35023	986	930 0.943205	1940	0 AL	Jefferson	100	1073	3.43E+08	163155							
7	4297	35204	986	790 0.801217	2530	0 AL	Jefferson	100	1073	18168826	35496.64							
8	4318	35210	986	980 0.993915	1405	0 AL	Jefferson	100	1073	96023066	75369.57							
9	4599	35206	986	920 0.933063	3110	0 AL	Jefferson	100	1073	38380385	34323.06							
10	4716	35203	986	920 0.933063	1285	0 AL	Jefferson	100	1073	7547305	17238.54							
11	4802	35180	986	790 0.801217	540	0 AL	Jefferson	55	1073	3.36E+08	189101.1							
12	5038	35207	986	790 0.801217	1300	0 AL	Jefferson	100	1073	39007414	39968.26							
13	5361	35208	986	1010 1.024341	2240	0 AL	Jefferson	100	1073	13195282	24896.33							
14	5646	35173	986	1230 1.247465	790	790 AL	Jefferson	88	1073	2.42E+08	150940.2							
15	5921	35172	986	790 0.801217	225	0 AL	Blount Co	72	1009	1.09E+08	64341.97							
16	5945	35209	986	1150 1.166329	6490	6490 AL	Jefferson	100	1073	35091497	42782.24							
17	6229	35211	986	820 0.831643	5360	0 AL	Jefferson	100	1073	65989898	55917.2							
18	6254	35212	986	790 0.801217	2750	0 AL	Jefferson	100	1073	21934096	33803.41							
19	6255	35213	986	1330 1.348884	1265	1265 AL	Jefferson	100	1073	23744896	37678.12							
20	8888	35213	986	1780 1.708174	2775	2775 AL	Jefferson	100	1073	45936101	38325.42							

Column Headers and Descriptions of CSV File	
Column Name	Column Description
GEOID	Geographic identifier of the feature
METRO_2BR_FairMarketRent	Calculated Fair Market Rent (FMR) of a 2-bedroom housing unit in the METRO area that the Zip Code Tabulation Area (ZCTA) falls within
SAFMR_2BR_FairMarketRent	Calculated Small Area Fair Market Rent (SAFMR) of a 2-bedroom housing unit that the ZCTA falls within
Ratio_SAFMR_to_METRO	Ratio of the 2-bedroom SAFMR with the METRO 2-bedroom FMR
Total_RO_Units_ZCTA	Total Renter Occupied Units in the ZCTA
ROS_Units_ZCTA_110pct	Total Renter Occupied Units in the ZCTA where the SAFMR of a 2-bedroom housing unit is greater than 110% of the METRO FMR of a 2-bedroom housing unit
STATE	State abbreviation
PRIMARY_COUNTY	Primary county for which the Zip Code Tabulation Area is located.
pctZipPopCNTY	Percent of the Zip Code population located in the primary county.

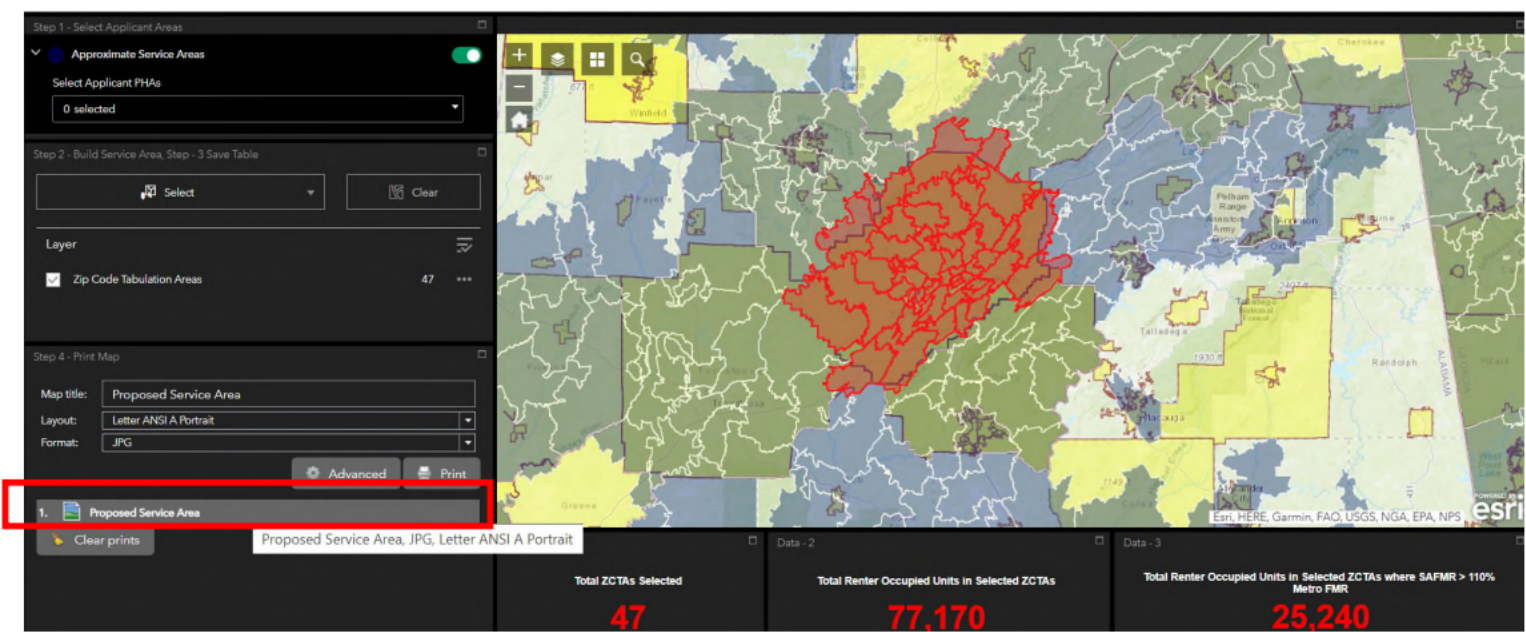
Step 13: Click Print to begin saving a map of the service area.



Step 13b: Notice the loading bar and wait for a jpg to be created. The map will be created based on your current map view.



Step 13c: Open the JPG: The map will be complete loading and be available to view. Click on the icon labeled “proposed service area”



[illegible]